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ADM-2.2

23 July 1964

MEMORANDUM FOR: Assistant Director/ORD

SUBJECT: Office Estimates for FY 1966

REFERENCE: Memorandum from Chief, Budget Division  
dated 6 July 1964, same subject

1. In preparing your FY 1966 Office Estimate you are to use the following manpower and funds ceilings within which limitations you must plan your activities for FY 1965 and FY 1966:

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	<u>FY 1965</u>	<u>FY 1966</u>
Funds	*	
Personnel		

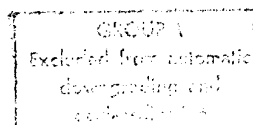
\*Will be given you when received from Executive Director-Comptroller.

2. The personnel and funds allowances given this Directorate by the Executive-Director-Comptroller for FY 1965 and FY 1966 reflect the stated intentions of the DCI to comply with the President's admonition for economy and efficiency. Although it is quite clear that neither our stated requirements for FY 1965 nor an anticipated FY 1966 growth factor can be accommodated within these limitations, new priority programs must go forward and other less important ones dropped or deferred.

3. Where funds limitations result in program retrenchment or cancellation, new goals and objectives should consider only those activities having the highest order of priority. Prior to submitting your Office Estimate to Plans/Programs Staff for integration into the Directorate Estimate, I would like to discuss with you those cases where personnel ceilings may require new considerations of your responsibilities and functions.

4. Developments during this Fiscal Year may provide a more favorable environment than allowed by these directed

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ceilings. I wish to submit to the Executive Director-Comptroller the minimum levels of manpower and funds necessary to maintain present levels of functions and responsibilities and provide an acceptable rate of growth to the Directorate. Accordingly, I wish you to prepare an alternate estimate - "B" Budget - for FY 1966 based on the allowances of [REDACTED] You will recognize these as approximately the same figures included in the FY 1965 revised budget, submitted to the Executive Director-Comptroller on 23 June. We will do all possible to negotiate toward these figures, but it should be clearly understood that, however justifiable this alternate position, presently approved allowances are the lower figures stated in paragraph 1.

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[REDACTED]  
ALBERT D. WHEELON  
Deputy Director  
for  
Science and Technology

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